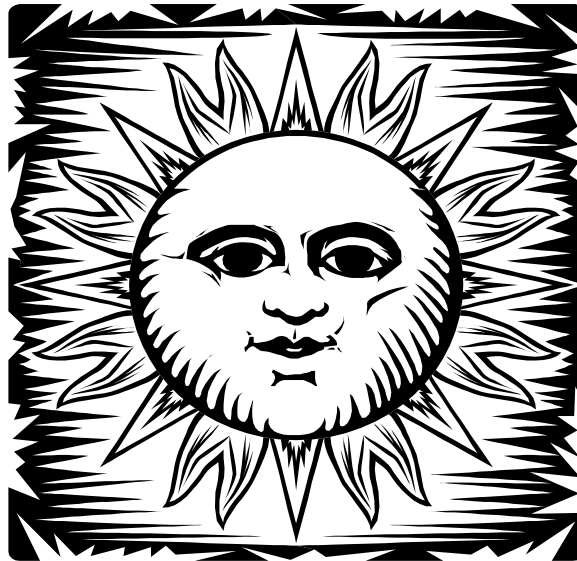


LIBRARY SKILLS

SUMMER INSTITUTE

2003



August 5 - 8

Best Western Columbia Inn
Columbia, Missouri

Sponsored by the Missouri State Library
Office of the Secretary of State
Matt Blunt

The Missouri Library Skills Summer Institute is supported by funds from the federal Library Services and Technology Act



The Library Skills Summer Institute 2003

Missouri State Library

What?

Summer Institute provides an opportunity for library staff to learn the basics of librarianship or update their library skills. Instruction is suitable for employees who do not have a professional library degree. Two course series, *Basic Library Skills* and *Advanced Library Skills*, are offered. The basic course is a series of sessions covering a range of library skills focused on public libraries in Missouri. Participants in the advanced series select one of the three advanced courses. Since the information presented is sequential, participants should plan to attend all four days of the institute.

Who?

Participants must work at least 20 hours a week at a public or state institution library. Generally, completion of the basic course is required for advanced courses, but exceptions may be made. See Course Prerequisites and Release from Basic.

Class size is limited. In general, applications are handled on a first-come first-served basis, however, there are three instances in which applicants may be wait listed, even if the courses they request are not full at the time their applications are received. Applicants may be wait listed if: there are more than 6 applicants from a library system; the applicant is from a library that is not a public or state institution library; and/or the applicant has an advanced degree in library/information science. If openings remain after the registration deadline, these applicants will be accepted in turn and notified within a few days.

When?

Summer Institute begins with a group lunch, at 12:00 noon on Tuesday, August 5, and concludes on Friday, August 8, with a box lunch. Sessions for all courses will begin after lunch on Tuesday, August 5. Classes meet Tuesday afternoon, all day Wednesday and Thursday, and the morning of Friday. The afternoon of Thursday, August 7, is scheduled for technology courses for basic track participants. **Since material presented is sequential, participants should plan to attend all sessions. There are two options for bonus workshops in the evenings. Registration deadline is July 18, 2003.**

Where?

Summer Institute 2003 will be held at the Best Western Columbia Inn in Columbia, Missouri. A map will be provided with confirmation materials.

Cost?

Summer Institute is underwritten with federal Library Services and Technology Act funds for registration, double occupancy lodging, and designated meals. Transportation and other expenses are the responsibility of the library or individual. LSTA funds are awarded annually to the Missouri State Library through the Institute of Museum and Library Services, a federal agency that fosters innovation, leadership and a lifetime of learning.

Please direct questions to:

***Patrice Vale*, 800-325-0131, ext. 13; valep@sosmail.state.mo.us OR**

***Karen Jones*, 800-325-0131, ext. 11; jonesk@sosmail.state.mo.us**

Summer Institute 2003 COURSE OFFERINGS

BASIC LIBRARY SKILLS COURSE

Basic Library Skills meets Tuesday through Friday and is designed for those who are attending Summer Institute for the first time. The basic course provides a four-day overview of public libraries and public library services. Topics include an introduction to public libraries, their purpose and relationship to the community, library operations, collection development, and services and outreach to various populations. Several presenters and facilitators will share their expertise. Carolyn Trout of the Joplin Public Library will be the main facilitator. The course includes hands-on sessions at MOREnet labs.

ADVANCED LIBRARY SKILLS COURSES

Advanced courses meet Tuesday through Friday. Completion of the Basic Course is generally required for advanced courses; a release request for those wishing to enroll in an advanced course without taking the basic course is listed under Course Prerequisites and Release from Basic. **The Release Form must be submitted via regular mail and received by the registration deadline, July 18, 2003.**

Reference Services

This course will examine the role of reference services in the library in the information age, the reference process, managing the reference collection, and reference issues unique to small libraries. Instructor: Honore Francois, Creativity and Learning Journey Coach for the Library Associate Training Institute, Washington, D.C.

Collection Development

This course provides an introduction to the organization of library materials. It will focus on elements of cataloging, procedures, and standards to facilitate access to library materials. Instructor: Belinda Boon, Library Trainer/Consultant, Austin, Texas.

Library Services for Children

This course focuses on the public library's role in providing services to children, ages 0 through 12, and their families and caregivers. Participants will explore the developmental stages of children and the relationship of these stages to library programs and services. The course will examine the principles and function of collection development, evaluating juvenile literature, reference and readers' advisory services, and developing programs. Instructor: Pam Barron, Associate

Professor, Dept. of Library & Information Studies, University of North Carolina at Greensboro.

Wednesday Bonus Workshop!

On Wednesday night, August 6, from 6:30 to 8:00 p.m., Sarah Howard of Daniel Boone Regional Library, Columbia, MO, is offering “Music for Little Ones.” Come explore how to use music in storytimes with ages birth-6. Share resources and favorite songs! Learn how to lead children in song and get that parental participation! Incorporate music into a story! All types of chants, movements and songs will be used as examples. This bonus workshop is not a requirement. However, to assist us in planning, please indicate on the registration form whether you plan to attend.

Wednesday Bonus Workshop!

On Wednesday night, August 6, from 6:30 to 8:30 p.m., Kay Callison, LSTA Coordinator/Grants Officer, Missouri State Library, is offering “Writing A Successful Grant Application.” This session provides discussion of budgeting and pre-planning, project descriptions, elements of effective project narrative, project evaluation, building an “evaluation friendly” proposal, and mechanical niceties. This evening workshop is not a requirement. However, to assist us in planning, please indicate on the registration form whether you plan to attend.

Please direct questions to:

Patrice Vale, 800-325-0131, ext. 13; valep@sosmail.state.mo.us
or

Karen Jones, 800-325-0131, ext. 11; jonesk@sosmail.state.mo.us

Summer Institute 2003 Registration
August 5-8, 2003
Best Western Columbia Inn, Columbia

Enrollment is limited. To assure fair representation, the number of attendees from any single library may be limited. Confirmation notices and information will be mailed (within two weeks) to those accepted. If you do not work for a Missouri public library or state institution library, your registration will be held until applications from public and state institution libraries are processed, and then you will be notified whether you are accepted.

Enrollment deadline is postmark of July 18, 2003. Three ways to register!
By mail: **Summer Institute 2003, Missouri State Library, P.O. Box 387, Jefferson City, MO 65102-0387;**
by FAX: **573-751-3612;**
or on the web: <http://www.sos.mo.gov/library/development/summerinstitute2003>
(Important: please retain a copy).

Applicant Information (PLEASE PRINT)

Name: _____ Gender: ____ Male ____ Female

Library: _____

Library Address: _____
(Street or P.O.)

(City) _____ (Zip) _____
Day phone _____ Fax _____ E-mail _____

I have a graduate degree from an ALA accredited library or information science program
____ Yes ____ No

.....

Accommodations

Lodging will be provided for participants Tuesday, August 5, through Thursday, August 7, at the Best Western Columbia Inn, Columbia. All rooms are double occupancy; rooms and roommates will be assigned. If you wish to room with a particular individual, both individuals must list the other as a roommate. Individuals are responsible for any other lodging required.

____ I require lodging in a ____ smoking ____ non-smoking room.

I wish to room with _____ from _____ Library.

____ I will commute or otherwise be responsible for my own lodging.

____ I am a vegetarian ____ I have dietary needs or accessibility requirements about which I will contact Karen Jones at 800-325-0131, ext.11; fax (573)751-3612; or e-mail jonesk@sosmail.state.mo.us .

→ Form continues on next page; both pages are necessary.

Name _____ Library _____

Course Selection

If basic and/or advanced courses fill, a waiting list will be established. Indicate your choice of either the Basic Library Skills course or one of the Advanced Library Skills courses below.

Basic Library Skills

As part of the Basic Library Skills course, participants will attend one Technology session. If your choice of a technology class fills, the alternate course will be assigned. All technology courses run for three hours and meet at the same time, Thursday, August 7, 1:15 to 4:30. Please indicate your choice for a technology class.

_____ **Search Engine Basics**

_____ **Mining the Deep Web**

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Advanced Library Skills (indicate first and second choices by numerals 1 and 2)

_____ **Reference Services**

_____ **Library Services for Children**

_____ **Collection Development**

I plan to attend the "Music for Little Ones," 6:30 to 8:00 on Wednesday evening.

_____ **YES**

_____ **NO**

OR

I plan to attend the "Grantsmanship: Writing and Administering Grants," 6:30 to 8:30 on Wednesday evening.

_____ **YES**

_____ **NO**

All forms may be photocopied.

Please be sure you have completed and submitted both pages of the registration form. If you also need the Basic Class Release Form (next page) it should be submitted with the Registration Form.

Return registration form by July 18th to:

**Summer Institute 2003
Missouri State Library
P.O. Box 387, 600 West Main
Jefferson City, MO 65102-0387
Fax: (573) 751-3612**

Direct questions to: Patrice Vale, 800-325-0131, ext. 13; valep@sosmail.state.mo.us

or

Karen Jones, 800-325-0131, ext. 11; jonesk@sosmail.state.mo.us

The Library Skills Summer Institute is sponsored by the Missouri State Library, Office of the Secretary of State, Matt Blunt, Secretary of State and supported by federal Library Services and Technology Act funds awarded through the Institute of Museum and Library Services.

**Missouri State Library Summer Institute
RELEASE FORM**

This form is to be used when applicant wishes to enroll directly into an Advanced Class without first completing the Basic Class.

*This form **must** be submitted via regular mail and **received** before the registration deadline, July 18, 2003.*

For library directors who wish to enroll into an Advanced Class without first completing the Basic Class

Director name _____

Library name _____

Director's length of service with library
(18 months required for release form on time of service alone) _____

Justification for release (for example, other training, other degree, specific experience the director has to prepare her/him for the advanced level course requested)

Library Board President's signature _____
(or Department Supervisor's signature if at an institutional library)

For other library employees who wish to enroll into an Advanced Class without first completing the Basic Class

Employee name _____

Library name _____

Employee length of service with library _____

Justification for release (for example, other training, other degree, specific experience the employee has to prepare her/him for the advanced level course requested)

Director's signature _____

Missouri State Library Summer Institute Course Prerequisites and Release from Basic

As a general rule, completion of the Basic Course is required for Advanced Course registration. Knowledge of library science, the customer service model, and the library community are essential foundations for all advanced courses. The Basic Course is designed with public library staff in mind; some subject areas and content are specific to public library service. Library directors and/or library boards may request a release from Basic for library employees, if they feel the library has provided sufficient internal and/or external training. Library staff and their directors should study the Basic Course outline below to determine if the employee has mastered skills in each area before requesting such release. Library directors and staff who are unsure if the Basic Course is appropriate for their continuing education needs should contact Patrice Vale or Karen Jones at the numbers below.



Library directors who wish to be released from the Basic Course, as a requirement for registration in an Advanced Course, must have at least 18 months of administrative library experience (i.e., branch manager, library director, assistant library director, department head), including supervisory and collection development experience.



The Basic Course is designed to introduce library staff and directors with limited library experience to basic library principles, practices, and activities.

- | | |
|-----------|--|
| Tuesday: | ◆General introduction to libraries and their purpose, including the legal basis for public library existence in Missouri, state library standards, library governance and the relationship between the library board, director and staff
◆Elements of a library |
| Wednesday | ◆Circulation and customer service
◆Children's Services
◆Reference Services |
| Thursday | ◆Role of the library in serving young adults
◆Role of the library in the lives of adults, how they can be served effectively; overview of outreach services
◆Technology Classes |
| Friday | ◆Collection development as a core activity in the library, including principles, policies, activities
◆Summary and Wrap-up |

The Release Form must be submitted via regular mail and received by the registration deadline, July 18, 2003.

Please direct questions to:

Patrice Vale, 800-325-0131 ext. 13, valep@sosmail.state.mo.us

or

Karen Jones, 800-325-0131 ext. 11, jonesk@sosmail.state.mo.us

Summer Institute 2003

FAQ

- ◆ Institute registration and classes
- ◆ Lodging and meals
- ◆ Best Western Columbia Inn
- ◆ Columbia

Institute Registration and Classes

Do I need to check in for the Institute when I arrive?

Yes, **Institute** check-in will be in the hotel **Main Lobby**, Tuesday, August 5 from 9:00 a.m. to 12:00 p.m. (**Hotel** check-in will also be in the Main Lobby). Name tags, Institute packets, course schedules, and classroom assignments will be distributed to you at that time. Missouri State Library Staff will be onsite throughout the week to answer participants' questions and for late check-ins.

I don't work for a public library. Can I come to Summer Institute?

Employees of libraries that are not public libraries or state institution libraries may apply before the deadline and be placed on a waiting list. If openings remain after the deadline, applicants who don't work for a public library may be accepted and notified within a few days.

Can I just register for an evening course?

This is often possible. It depends upon class size. If you desire to just register for an evening course please email either Patrice Vale (valep@sosmail.state.mo.us) or Karen Jones (jonesk@sosmail.state.mo.us).

Do I have to attend classes the entire four days?

Each advanced library skills class constitutes an 19-hour course focused on a particular area of library science. Likewise, the basic class is a 16-hour course covering the fundamental elements of library science plus an additional 3 hours of technology training. Material is presented sequentially, and we strongly encourage participants to attend the entire Institute.

Do I have to take the Basic Library Skills course before I can sign up for an Advanced Library Skills course?

In general, you should begin with Basic. Knowledge of library science, the customer service

model, and the library community are essential foundations for all advanced level courses. However we realize that some individuals have gained this knowledge through other courses, programs, or experience. Please see the Course Prerequisites and Release sections.

I changed my mind and want to register for a different class. What should I do?

As class size is limited, we may not be able to accommodate transfer requests to a class other than the original assignment. To determine course availability, please contact either [Patrice Vale](mailto:Patrice.Vale@sosmail.state.mo.us) at 800-325-0131, ext. 13, valep@sosmail.state.mo.us, or [Karen Jones](mailto:Karen.Jones@sosmail.state.mo.us) at 800-325-0131, ext. 11, jonesk@sosmail.state.mo.us.

How do I need to dress for the Institute?

We encourage all participants and presenters to dress casually and comfortably. We try to alert hotel staff if meeting rooms are too hot or too cold. However, as people's body temperatures vary, we encourage you to bring a sweater or jacket to the Institute for comfort.

Can I bring my child(ren) to the Institute?

Neither the State Library nor the Best Western Columbia Inn provides child care services for Institute participants. Any person choosing to bring a child must make his/her own child care provisions and pay for half the cost of the double room.

I have a family emergency and I won't be able to attend the Institute. What should I do?

If you find that you will not be able to attend the Institute for any reason, or if you must withdraw from any portion of the four-day period, we ask that you notify us as soon as possible so we may offer the opening to another participant and inform the course presenters of changes in their class roll. Before the Institute begins, contact Patrice Vale or Karen Jones. The day of the Institute, you may call the Best Western Columbia Inn at 800-362-3185 or 573-474-6161 and leave a message for Karen or Patrice with the Missouri State Library Summer Institute.

Lodging and Meals

Can I choose to share a room with a friend or spouse who is not attending the Institute?

If rooms are available and you wish to share a room with someone other than another Institute participant, you are responsible for the other half of the room payment and all additional lodging costs that accrue.

Can I have a single room?

The State Library furnishes double occupancy rooms for the Institute. If you have a documented medical reason or ADA considerations, please contact Karen Jones or Patrice Vale. Otherwise single rooms are subject to availability and you will be responsible to pay for half the total cost of a single room (half equals \$26.00 per day).

Even though the State Library is paying for my room while I am at the Institute, may I still charge things to my room?

The Best Western Columbia Inn requires a credit card number or a \$20.00 deposit, upon check-in, to activate the phone and establish billing for incidentals not covered by the Institute. If none are accrued, the deposit will be returned or the credit card number destroyed.

We discourage Institute participants from charging room service or any other items to their rooms, as it delays check-out since hotel staff must separate all charges from the room charge. Be aware that charges for room service, alcoholic beverages, telephone calls, bar activities, etc. are the responsibility of the individual and are not included as part of the Institute program.

Does the hotel charge for phone calls that I charge to my calling card or credit card?

The credit card number or \$20.00 deposit required by the Best Western Columbia Inn at check in serves, among other things, to activate the phone. Local calls are free and calling card or credit card calls are free. Long distance calls billed to the room are about \$1.00 per minute.

I am a vegetarian or I have to follow a special diet. What should I do about my meals during Institute?

Please check the appropriate box on the registration form and contact Karen Jones.

Do I have to eat the meals served at the Institute?

No, but if you choose not to participate in Institute-provided meals, any meal costs you accrue are your responsibility.

Does the Institute provide all meals?

Full breakfast is provided for those staying in the hotel. Lunch is provided each day. Dinner is provided Tuesday evening. Dinner on Wednesday and Thursday will be on your own.

Best Western Columbia Inn

How do I get to the Best Western Columbia Inn?

Go directly off Interstate 70 at Exit 128A (63 Jefferson City Exit). The address of the Best Western Columbia Inn is 3100 I70 Drive SE, Columbia. MO 65201. A map to the hotel will be sent with your confirmation letter.

What time is check-in for the Best Western Columbia Inn?

Guaranteed hotel check-in for your lodging begins at 3:00 p.m. on Tuesday, August 5 at the hotel registration desk (some rooms may be available before 3 p.m., but if not, luggage will be secured by the Best Western). Check-out time on Friday, August 8 is 1 p.m. There will be time before breakfast and during the morning break to check out of the hotel.

What phone number can I give my family if they need to reach me in case of an emergency?

The Best Western Columbia Inn phone number is 800-362-3185 or 573-474-6161. This telephone is staffed 24 hours a day. If a family or other emergency occurs, messages called in to either number will allow personnel to contact institute attendees.

Is smoking allowed in the hotel?

Smoking is permitted in the restaurant (not during Institute meals), hotel bar and designated sleeping rooms. Classrooms are smoke-free. You must designate your preference for a smoking sleeping room on your registration form in order to be assigned one.

Is there a pool at the hotel?

The Best Western Columbia Inn features a pool and an exercise room, which are both free to hotel guests.

How can I check my e-mail while I'm at the Institute?

There are dataport phones in all rooms for guests to plug in laptops with a phone cable. (Remember to bring the proper cable). There is, however, a charge each time you dial, so if reaching your provider is a long distance call this quickly becomes expensive; the hotel estimates that using your laptop in this way may cost \$5.00 or more each time you dial. A hookup through a local provider that requires only a local call is free each time you dial. An 800 call is free. There is no other provision for e-mail for hotel guests.

What amenities will I find in my hotel room?

There are coffee makers, hair dryers, irons and ironing boards in every room. Refrigerators and microwaves may be available at no charge upon request and availability. Expanded cable television plus HBO are provided at no charge.

Columbia

I want to spend an evening exploring Columbia. What is there to do?

Columbia, Missouri features an extravaganza of shops, restaurants and theatres. Visit the [Columbia Visitor and Convention Bureau](http://www.visitcolumbiamo.com/) site to find out about attractions, entertainment, shopping and more. <http://www.visitcolumbiamo.com/>

Here is a [map](http://chamber.columbia.mo.us/v_columbiamap.html) of Columbia and surrounding areas.

http://chamber.columbia.mo.us/v_columbiamap.html

Have more questions? Contact us!

Karen Jones
jonesk@sosmail.state.mo.us
800-325-0131, ext. 11

Patrice Vale
valep@sosmail.state.mo.us
800-325-0131, ext. 13

Fax: 573-751-3612